

VILLAGE OF KEY BISCAYNE
REQUEST FOR QUALIFICATIONS
CAPITAL IMPROVEMENT PLAN
SCOPE OF SERVICES

The Work Product

The Village is seeking a Consultant to assist in the preparation of a Five Year Capital Improvements Plan (CIP). The CIP will be the official statement of public policy regarding the long range physical development of the Village.

It is estimated there will be two workshops with the Village Council, a presentation before the Council in early June and two public hearings in September. These meetings and hearings are part of the Village's FY09 budget process.

Components of the Capital Improvement Plan

Preparation of the CIP will require meetings with Village staff. In the past, the Village Council approved projects on annual basis as part of the budget process. In May of 2006, the Village Council accepted the 2020 Vision Plan which was recommended by a Committee. The 2020 Vision Plan was the first compilation of capital improvements since the adoption of the Master Plan in 1995. In 2007, the Department of Community Affairs approved our Evaluation and Appraisal Report (EAR). The preparation of the CIP will be based on these planning documents in addition to other projects that are being considered by the Village. The Master Plan, 2020 Vision Plan, EAR and FY08 budget may be viewed at our website (www.keybiscayne.fl.gov - Document Center). Copies of the Master Plan may be reviewed and/or purchased in the Building, Zoning, and Planning Department.

At a minimum, the CIP will provide the following information:

1. A listing, description, estimated cost, and funding source for each project.
2. The fiscal year in which the project will be placed.
3. Evaluation criteria in order to prioritize each project including the methodology to rate each project.
4. The lead Department that will be responsible for implementing the project.
5. Methodology to track the implementation of each project.

Submission Requirements

The Consultant shall submit eight (8) copies of the proposal in the following format:

1. A Statement of the Understanding of the scope of work.
2. Background and Organization of the Consulting Firm.
3. An Organizational Table of personnel that will be assigned to the project. Should your firm be requested to make a presentation before Staff or the Village Council, it is requested that the Project Manager be the lead presenter.
4. Resumes of personnel that will perform the work.
5. A list of clients your firm performed work that is similar to this Request for Qualifications and the personnel that worked on each assignment.
6. A statement of delivery time to complete a draft CIP by June 2, 2008. The draft will be part of the FY09 Village Council Budget Workshop in mid June.
7. A price to complete the scope of work.
8. Proposed schedule and flow chart.

Submission Date

Proposals must be received no later than March 21, 2008 Eastern Standard Time at 12:00 p.m. Any proposal submitted after the above noted date and time will not be accepted under any circumstances and will be returned unopened. Please do not contact staff.

Consultants interested in providing the required professional services shall submit one (1) original and six (6) copies of their qualifications to the Village of Key Biscayne Clerk's office by the submission deadline to the attention of:

Office of the Village Clerk
Conchita H. Alvarez, CMC, Village Clerk
88 W. McIntyre Street
Key Biscayne, FL 33149

Consultant Qualifications, Evaluation and Selection Process

The consultant shall demonstrate that the firm has experience in each of the following areas of expertise. A Committee composed of staff will evaluate each submission based on the below criteria:

1. Response to the requirements contained in this RFQ
2. Relevant experience in achieving a consensus regarding recommended projects and adoption of CIP's.
3. Familiarity with prior and suggested capital improvements in the Village.
4. Ability to meet the June 2 timeframe.
5. An example of a CIP that was prepared by the Project Team that you feel may be appropriate for the Village.
6. An understanding of the hopes and aspirations of our residents compared to the financial challenges facing the Village.
7. Demonstrated familiarity with the FY08 Village Budget, 2020 Vision Plan, EAR, and Master Plan.
8. Price including a breakdown of employee hourly costs.

Staff will provide the Village Manager with a recommendation. The Village Manager will then provide the Village Council with a recommendation. The Village Council will select the Consultant.